CIVIC STATION UNIVERSAL CORE

Clerk and Public Records Practice

Meetings, records, access, retention, and trust

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Jeremy Levan
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Civic Station Universal Core
Jeremy Levan
America Together 2028

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Main Content

Selected Source Materials

> This section presents selected source materials related to the purpose of this volume.

Universal Information Governance Records Management Framework

CSA-111 — Universal Information Governance Records Management Framework Version: Draft 0.1 Series: Civic Station Architecture Status: Architecture Planning Document

1. PURPOSE

This framework establishes a standardized approach for creating, classifying, retaining, protecting, retrieving, archiving, and disposing of governance records throughout their lifecycle while preserving authenticity, integrity, and accountability.

2. OBJECTIVES

- Preserve official records.
- Support transparency and accountability.
- Ensure appropriate retention.
- Protect sensitive records.
- Enable efficient retrieval.
- Align records management with the Universal Core architecture.

3. RECORDS MANAGEMENT PRINCIPLES

Records management shall be:

- Authentic
- Reliable

- Complete
- Secure
- Traceable
- Governed

4. RECORDS MANAGEMENT MODEL

Each record should include:

- Record identifier
- Classification
- Record owner
- Creation date
- Retention schedule
- Security classification
- Version history
- Storage location
- Disposition status
- Audit history

5. RECORDS LIFECYCLE

Records management includes:

- Creation
- Classification
- Storage
- Protection
- Access
- Retention

- Archiving
- Lawful disposition

6. RECORDS CONTROLS

Organizations may implement:

- Records repositories
- Retention schedules
- Classification standards
- Access controls
- Audit logging
- Automated disposition workflows

7. PERFORMANCE INDICATORS

Organizations should monitor:

- Record retrieval time
- Retention compliance
- Classification accuracy
- Unauthorized access events
- Archive completeness
- Disposition accuracy

8. GOVERNANCE

Leadership shall approve records policies, assign records custodians, oversee retention schedules, allocate preservation resources, review compliance, and ensure records remain trustworthy and accessible.

9. CONTINUAL IMPROVEMENT

Records management should improve through audits, regulatory updates, technology modernization, user feedback, lifecycle reviews, and lessons learned.

10. SUCCESS CRITERION

Every Civic Station deployment should maintain a governed information governance records management framework that preserves institutional records, supports accountability, and strengthens the Universal Core through consistent lifecycle management.

Records Retention And Information Lifecycle Handbook Reference Edition V1.0.0

OM-054

RECORDS RETENTION AND INFORMATION LIFECYCLE HANDBOOK

America Together 2028 Reference Edition

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DOCUMENT INFORMATION

==========

Document ID: OM-054

Title: Records Retention and Information Lifecycle Handbook

Publisher: America Together 2028

Edition: America Together 2028 Reference Edition

Document Version: 1.0.0

Publication Year: 2026

References: CS-001 through CS-007 OM-001 through OM-053

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1. PURPOSE

This handbook establishes recommended practices for managing the complete lifecycle of organizational records, from creation through archival or disposal.

A structured records program improves accountability, historical preservation, and operational efficiency.

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2. RECORD CATEGORIES
==========

Organizations should classify records into categories such as:

- Governance • Financial • Volunteer • Training • Operational •

Technical • Communications • Historical

Categories support consistent retention decisions.

==========
3.

INFORMATION LIFECYCLE

Records typically progress through:

- Creation • Review • Active use • Storage • Archive • Disposal (when

appropriate)

Each stage should follow documented procedures.

==========
4.

RETENTION SCHEDULES

Retention schedules should define:

- Record type • Responsible owner • Minimum retention period • Archive

requirements • Disposal authorization

Applicable legal requirements should always be considered.

==========

5. ARCHIVAL

PRESERVATION

Important historical records should be preserved using reliable storage methods with appropriate backups and integrity checks.

==========

6. ACCESS CONTROL

==========

Organizations should establish appropriate access permissions for active and archived records while supporting transparency where appropriate.

==========

7. DISPOSAL

When records are no longer required, disposal should be:

- Authorized • Documented • Secure • Consistent with policy • Recorded

in disposal logs

==========
8.

DOCUMENTATION

Maintain records including:

- Retention schedules • Archive inventories • Disposal logs • Review

history • Preservation activities • Recovery procedures

==========
9.

CONTINUOUS IMPROVEMENT

Records management practices should be reviewed regularly to improve organization, accessibility, preservation, and operational effectiveness.

==========
10.

LONG-TERM OBJECTIVE

The long-term objective is to establish a reliable records management program that preserves institutional memory, supports good governance, protects important information, and enables Civic Stations to responsibly manage information throughout its entire lifecycle.

==========
END OF OM-054
==========

Universal Core Records Governance Framework

CSA-2301 Civic Station Architecture Universal Core Records Governance Framework

Purpose

This document establishes the Universal Core Records Governance Framework for the Civic Station Universal Core. It defines enterprise standards for governing organizational records through clear ownership, stewardship, policies, classification standards, accountability, compliance, and oversight so official records remain authentic, reliable, accessible, and legally compliant.

Definition

Universal Core Records Governance is the enterprise process of directing, controlling, and overseeing the creation, maintenance, retention, protection, and disposition of official organizational records throughout their lifecycle.

Objectives

- Establish clear authority for enterprise records decisions.
  - Define

records ownership and stewardship responsibilities. • Promote consistent records policies and standards. • Strengthen compliance, accountability, and oversight. • Encourage continual governance improvement.

Guiding Principles

1. Records governance shall support organizational strategy.

2. Ownership and stewardship responsibilities shall be clearly

assigned.

3. Enterprise standards shall be consistently applied.

4. Records risks shall be monitored throughout the lifecycle.

5. Governance practices shall evolve through continual improvement.

Records Governance Domains

Governance Structure - Executive oversight - Records governance committee - Stewardship roles - Decision authority

Policies and Standards - Records policies - Classification standards - Retention schedules - Disposition standards

Stewardship and Accountability - Records ownership - Custodian responsibilities - Quality accountability - Lifecycle oversight

Compliance and Risk - Regulatory compliance - Audit coordination - Privacy oversight - Exception management

Governance Improvement - Governance metrics - Benchmarking - Lessons learned - Continuous refinement

Records Governance Process

1. Establish governance structure.

2. Define enterprise records policies and standards.

3. Assign ownership and stewardship responsibilities.

4. Monitor compliance, quality, and organizational risk.

5. Review governance effectiveness.

6. Resolve governance issues and improvement priorities.

7. Continually improve governance practices.

Records Governance Review Questions

- Are ownership responsibilities clearly defined?
- Are records standards consistently applied?
- Are retention requirements being followed?
- Are compliance obligations being met?
- What governance improvements should be prioritized?

Characteristics of Effective Records Governance

- Strategic • Transparent • Accountable • Consistent • Compliant •

Adaptive • Mission-Centered

Relationship to Other Frameworks

This framework extends:

- CSA-2300 Universal Core Records Management Architecture Framework

It complements the Data Management, Technology, Information, Knowledge, Risk, Quality, Performance, Resource, and Service Lifecycle architecture families by providing enterprise governance for official organizational records.

Editorial Guidance

Records governance should ensure that official organizational records are managed through disciplined stewardship, consistent standards, and clear accountability. Civic Stations should coordinate governance across departments so records remain trustworthy, accessible, compliant, and valuable throughout their lifecycle.

End of CSA-2301

Universal Core Records Governance Framework

CSA-2471 Civic Station Architecture Universal Core Records Governance Framework

Purpose

This document establishes the Universal Core Records Governance Framework for the Civic Station Universal Core. It defines the enterprise governance structure for directing, overseeing, controlling, and continually improving organizational records management to ensure records have clear ownership, accountability, transparency, protection, and alignment with mission objectives.

Definition

Universal Core Records Governance is the enterprise discipline of establishing ownership, authority, accountability, oversight, and decision-making structures for managing organizational records throughout their lifecycle.

Objectives

- Establish enterprise governance for records management. • Define

records ownership and accountability. • Ensure records decisions support organizational priorities. • Promote transparency and responsible oversight. • Strengthen continual records governance improvement.

Guiding Principles

1. Every record shall have defined ownership and responsibility.

2. Governance decisions shall be documented and transparent.

3. Records controls shall support reliability and accessibility.

4. Governance shall encourage collaboration across functions.

5. Governance practices shall continually improve.

Records Governance Domains

Governance Structure - Governance bodies - Organizational authority - Records policies - Oversight mechanisms

Ownership and Stewardship - Records ownership - Records responsibilities - Delegated authority - Accountability

Decision Management - Records decisions - Approval processes - Classification decisions - Governance records

Governance Monitoring - Governance reviews - Records oversight - Compliance reporting - Governance metrics

Governance Improvement - Lessons learned - Governance optimization - Best practices - Continuous refinement

Records Governance Process

1. Establish records governance.

2. Assign ownership and responsibilities.

3. Define decision-making authorities.

4. Monitor governance effectiveness.

5. Resolve governance issues.

6. Review governance performance.

7. Continually improve governance practices.

Records Governance Review Questions

- Are records owners clearly identified?
- Are governance decisions documented?
- Are responsibilities understood?
- Is oversight supporting effective records management?
- What governance improvements should be prioritized?

Characteristics of Effective Records Governance

- Accountable • Transparent • Consistent • Collaborative • Measurable •

Adaptive • Mission-Centered

Relationship to Other Frameworks

This framework extends:

- CSA-2470 Universal Core Records Management Architecture Framework

It provides the governance foundation for Records Planning, Operations, Compliance, Performance, Improvement, and Integration while complementing the Governance, Policy, Standards, Procedure, Process, Workflow, Task, Activity, Event, Incident, Problem, Change, Configuration, Asset, Service, Quality, Risk, Data, Information, Knowledge, Technology, Resource, and Lifecycle architecture families.

Editorial Guidance

Records governance should ensure every organizational record has clear ownership, appropriate controls, effective oversight, documented accountability, and a structured path toward responsible management. Civic Stations should use records governance to strengthen transparency, institutional memory, reliability, and mission success.

End of CSA-2471

Universal Core Records Governance Framework

CSA-2571 Civic Station Architecture Universal Core Records Governance Framework

Purpose

This document establishes the Universal Core Records Governance Framework for the Civic Station Universal Core. It defines the enterprise governance structure for directing, overseeing, controlling, and continually improving organizational records management to ensure records have clear ownership, accountability, transparency, protection requirements, access standards, and alignment with mission objectives.

Definition

Universal Core Records Governance is the enterprise discipline of establishing ownership, authority, accountability, oversight, and decision-making structures for managing organizational records throughout their lifecycle.

Objectives

- Establish enterprise governance for records management. • Define

records ownership and accountability. • Ensure records decisions support organizational priorities. • Promote transparency and responsible records stewardship. • Strengthen continual records governance improvement.

Guiding Principles

1. Every record shall have defined ownership and responsibility.

2. Governance decisions shall be documented and transparent.

3. Records controls shall support preservation, access, and protection.

4. Governance shall encourage collaboration across functions.

5. Governance practices shall continually improve.

Records Governance Domains

Governance Structure - Governance bodies - Organizational authority - Records policies - Oversight mechanisms

Ownership and Stewardship - Records ownership - Records stewardship - Delegated authority - Accountability

Decision Management - Records decisions - Approval processes - Records standards - Governance records

Governance Monitoring - Governance reviews - Records oversight - Compliance reporting - Governance metrics

Governance Improvement - Lessons learned - Governance optimization - Best practices - Continuous refinement

Records Governance Process

1. Establish records governance.

2. Assign ownership and responsibilities.

3. Define decision-making authorities.

4. Monitor governance effectiveness.

5. Resolve governance issues.

6. Review governance performance.

7. Continually improve governance practices.

Records Governance Review Questions

- Are records owners clearly identified?
- Are governance decisions documented?
- Are responsibilities understood?
- Is oversight supporting effective records management?
- What governance improvements should be prioritized?

Characteristics of Effective Records Governance

- Accountable • Transparent • Consistent • Collaborative • Measurable •

Adaptive • Mission-Centered

Relationship to Other Frameworks

This framework extends:

- CSA-2570 Universal Core Records Management Architecture Framework

It provides the governance foundation for Records Planning, Operations, Compliance, Performance, Improvement, and Integration while complementing the Governance, Policy, Standards, Procedure, Process, Workflow, Task, Activity, Event, Incident, Problem, Change, Configuration, Asset, Resource, Service, Quality, Risk, Data, Information, Knowledge, Technology, and Lifecycle architecture families.

Editorial Guidance

Records governance should ensure every organizational record has clear ownership, appropriate controls, effective oversight, documented accountability, and a structured path toward responsible management. Civic Stations should use records governance to strengthen transparency, institutional memory, accountability, resilience, and mission success.

End of CSA-2571

Operational Enterprise Records Governance Systems Handbook

OM-1324 Operational Enterprise Records Governance Systems Handbook

Purpose

The Operational Enterprise Records Governance Systems Handbook establishes a framework for governing the creation, classification, retention, protection, retrieval, archival, and lawful disposition of enterprise records. Records governance ensures that Civic Stations maintain trustworthy records that support accountability, operational continuity, historical preservation, compliance, and informed decision-making throughout the organization.

Objectives

- Govern enterprise records throughout their complete lifecycle. •

Establish consistent records management standards. • Protect the authenticity and integrity of official records. • Improve retrieval and accountability for organizational information. • Support mission success through disciplined records stewardship.

Records Governance Principles

1. Official records are enterprise assets requiring stewardship.

2. Records should be authentic, reliable, complete, and accessible.

3. Classification and retention should follow documented policies.

4. Sensitive records should receive appropriate protection.

5. Disposition should be authorized, documented, and auditable.

6. Continuous review strengthens organizational accountability.

Records Governance Lifecycle

1. Create or receive official records.

2. Classify records according to governance policies.

3. Apply retention schedules and security controls.

4. Maintain accessibility during active use.

5. Archive records with long-term value.

6. Authorize lawful disposition of expired records.

7. Review governance effectiveness and capture lessons learned.

8. Repeat the records governance cycle.

Records Governance Focus Areas

Examples include: • Administrative records • Financial records • Personnel records • Operational records • Legal and compliance records • Historical archives • Retention schedules • Audit documentation

Management Practices

Organizations should: • Maintain documented records governance policies.

- Assign custodians for critical record collections. • Preserve audit

trails and disposition authorizations. • Conduct recurring records governance reviews. • Coordinate records management across Civic Stations. • Align records governance with enterprise strategy.

Measures of Success

Effective records governance may be reflected by: • Improved record accessibility • Stronger compliance and accountability • Reduced records management risk • Better preservation of organizational history • More efficient audits and investigations • Sustained mission fulfillment

Relationship to Other Manuals

OM-1324 builds upon OM-1323 Operational Enterprise Digital Knowledge Preservation Systems by establishing governance for both digital and physical enterprise records throughout their lifecycle. It establishes the foundation for future manuals covering Enterprise Digital Archives, Enterprise Archival Operations, and the continued evolution of Civic Stations.

End of OM-1324

Records And Archives Handbook Reference Edition V1.0.0

OM-016

RECORDS AND ARCHIVES HANDBOOK

America Together 2028 Reference Edition

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DOCUMENT INFORMATION

==========

Document ID: OM-016

Title: Records and Archives Handbook

Publisher: America Together 2028

Edition: America Together 2028 Reference Edition

Document Version: 1.0.0

Publication Year: 2026

References: CS-001 through CS-007 OM-001 through OM-015

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1. PURPOSE

This handbook establishes recommended practices for creating, organizing, preserving, and maintaining records produced by Civic Stations.

Well-maintained records preserve institutional knowledge, improve accountability, and support future generations of volunteers.

==========

2.

RECORDKEEPING PHILOSOPHY

Records exist to document the history and operation of a Civic Station.

Every significant activity should leave an organized and searchable record whenever practical.

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3. TYPES OF RECORDS

==========

Examples include:

- Standards • Operations manuals • Meeting notes • Project documentation
- Community publications • Volunteer records • Training materials •

Public announcements • Historical photographs • Financial records where applicable

==========

4. RECORD

ORGANIZATION

Records should be organized using consistent naming conventions, document identifiers, versions, and publication dates.

Whenever possible, maintain a logical directory structure that supports long-term retrieval.

==========

5. VERSION CONTROL

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Published documents should identify:

- Document ID • Edition • Version number • Publication date • Revision

history when applicable

Superseded editions should be retained rather than overwritten.

==========

6. ARCHIVING

==========

Archived materials should remain readable and protected from accidental modification.

Archives may include:

- Digital repositories • Physical storage • Backup media • Historical

collections

==========

7. ACCESS

Access to records should balance transparency with appropriate privacy and security considerations.

Public records should be easy to locate whenever practical.

==========

8.

PRESERVATION

Long-term preservation may include:

- Regular backups • Multiple storage locations • Integrity verification
- Migration to updated formats • Periodic archive reviews

Preservation ensures that knowledge remains available as technology changes.

==========

9. DISPOSAL

When records are no longer required, disposal should follow published retention policies and applicable legal requirements.

Whenever possible, historical materials should be preserved rather than destroyed.

==========

10.

LONG-TERM OBJECTIVE

The objective of recordkeeping is to create a dependable, organized, and enduring historical record of Civic Station activities so that future volunteers can build upon the work of those who came before them.

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END OF OM-016

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Organizational Records Management Handbook Reference Edition V1.0.0

OM-079

ORGANIZATIONAL RECORDS MANAGEMENT HANDBOOK

America Together 2028 Reference Edition

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DOCUMENT INFORMATION

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Document ID: OM-079

Title: Organizational Records Management Handbook

Publisher: America Together 2028

Edition: America Together 2028 Reference Edition

Document Version: 1.0.0

Publication Year: 2026

References: CS-001 through CS-007 OM-001 through OM-078

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1. PURPOSE

This handbook establishes recommended practices for creating, classifying, storing, protecting, retaining, and disposing of organizational records throughout the Civic Station network.

Effective records management preserves institutional memory, supports accountability, and improves operational continuity.

==========
2. OBJECTIVES
==========

Records management should:

- Preserve organizational history • Support legal and operational needs
- Improve information retrieval • Protect sensitive information •

Promote consistency • Strengthen public confidence

==========
3. RECORD CATEGORIES
==========

Organizations are encouraged to organize records such as:

- Governance records • Meeting minutes • Financial records • Operational

records • Volunteer records • Training records • Communications • Project records • Historical archives

Each record category should have an identified owner.

==========
4. RECORD LIFECYCLE
==========

Records generally progress through:

- Creation • Classification • Active use • Secure storage • Retention •

Archival preservation • Authorized disposition

==========
5.

RETENTION PRACTICES

Organizations should establish retention schedules that identify:

- Record category • Responsible owner • Minimum retention period •

Archival requirements • Authorized disposition method

Historical records of lasting value should be preserved whenever practical.

==========
6. SECURITY

Records should be protected from unauthorized access, alteration, loss, or destruction using administrative, physical, and technical controls appropriate to their sensitivity.

==========
7. ACCESS

Organizations should define who may create, modify, review, archive, or dispose of records while maintaining appropriate transparency and accountability.

==========

8.

DOCUMENTATION

Maintain records including:

- Records inventory • Retention schedules • Archive catalogs • Access

logs where appropriate • Disposition authorizations • Revision history

==========

9.

CONTINUOUS IMPROVEMENT

Records management practices should improve through periodic reviews, audits, technology updates, and organizational learning.

==========

10.

LONG-TERM OBJECTIVE

The long-term objective is to establish a comprehensive records management framework that enables Civic Stations to preserve institutional knowledge, support effective governance, and maintain reliable historical records across generations.

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END OF OM-079

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Appendix E Archive Stewardship Guide

Title: Appendix E — Archive Stewardship Guide

Purpose: Summarize preservation, version awareness, and responsible update practices.

Relationship to Universal Core: This appendix points stewards to CSF-0032 through CSF-0038 and the promotion-history controls.

PRESERVATION

- Maintain immutable release manifests.
- Keep multiple verified copies.
- Store historical versions separately from active versions.
- Retain source filenames and hashes.
- Test archives periodically.

VERSION AWARENESS

- A document ID identifies the work.
- A version identifies an edition or revision.
- Historical versions keep their IDs but receive HISTORICAL status.
- Public catalogs should clearly identify the active version.

RESPONSIBLE UPDATES

1. Audit before changing.

2. Preserve the current file and its hash.

3. Document authority and reason.

4. Stage changes separately.

5. Review identity, references, and metadata.

6. Promote only approved items.

7. create a new manifest.

RESERVED NUMBERS

Never fill or reuse reserved identifiers without an explicit architecture decision.

MODULARITY

Do not merge modules merely because titles or sections resemble one another. Independent usefulness is a preservation requirement.

Archive Information:

Official Archive: https://xvf97n.s.gy/UniversalCore

Contact: universalcorecivics@gmail.com

- Civic Station Foundation Digital Archive Guide

CSF-0027 Civic Station Foundation Digital Archive Guide

Purpose

The Civic Station Foundation Digital Archive Guide explains how Civic Station Universal Core materials should be stored, organized, accessed, and preserved in digital environments.

The purpose of the digital archive is to ensure that civic knowledge resources remain available, identifiable, and usable across changing technologies.

Digital Archive Philosophy

A digital archive should provide:

- Reliable access • Clear organization • Document preservation • Search

capability • Long-term continuity

The archive is not only a storage location. It is a structured knowledge system designed to help people discover and use civic resources.

Digital Archive Structure

A recommended digital archive structure includes:

Foundation Materials

Contains:

- Civic Station Foundation documents • Introduction materials •

Navigation guides • Rights information • Stewardship resources

Operational Manuals

Contains:

- OM series documents • Practical guidance • Community capability

resources • Implementation materials

Architecture Frameworks

Contains:

- CSA series documents • System frameworks • Related references •

Framework families

Indexes and Navigation

Contains:

- Master indexes • Topic guides • Role-based guides • Glossaries •

Relationship maps

Recommended File Organization

A digital archive should maintain:

- Clear folders • Consistent naming • Document identifiers • Version

information • Backup copies

Example:

Civic Station Universal Core

├── Foundation | ├── Operational Manuals | ├── Architecture | ├── Indexes | └── Archives

Search and Discovery

Digital archives should allow users to locate materials through:

- Document ID • Title • Topic • System family • Related documents

The goal is to make a large knowledge collection easy to explore.

Digital Preservation

Long-term preservation practices include:

- Maintaining multiple backups • Preserving original files • Recording

versions • Keeping metadata • Monitoring storage health

Future technologies may change, but document identity should remain stable.

Backup Principles

Important archive backups should include:

- Complete document collections • Index files • Metadata • Version

records • Publication information

Multiple storage locations are recommended.

Public Access

The Universal Core archive is intended to support broad access.

Possible access methods include:

- Archive websites • Digital libraries • Download collections •

Institutional repositories

Accessibility should remain a priority.

Future Digital Development

Future improvements may include:

- Search databases • Interactive maps • Automated indexing •

Accessibility tools • Machine-readable catalogs

Technology should support the mission of preserving and sharing civic knowledge.

Archive Information

Official Archive: https://xvf97n.s.gy/UniversalCore

Contact: universalcorecivics@gmail.com

Document Information

Document ID: CSF-0027

Series: Civic Station Foundation

Version: Universal Core Architecture Edition 1.0

Version Publication Foundation Development Edition

Reference and Library Connections

Topic and Source Finder

- Universal Information Governance Records Management Framework
- Records Retention And Information Lifecycle Handbook Reference Edition V1.0.0
- Universal Core Records Governance Framework
- Universal Core Records Governance Framework
- Universal Core Records Governance Framework
- Operational Enterprise Records Governance Systems Handbook
- Records And Archives Handbook Reference Edition V1.0.0
- Organizational Records Management Handbook Reference Edition V1.0.0
- Appendix E Archive Stewardship Guide
- - Civic Station Foundation Digital Archive Guide

Related Publications

- Public Service Agency Starter (CSUC-PSP-001)
- Public Administration Core (CSUC-PSP-002)
- Civic Station Foundations (CSUC-FND-001)
- Core Reference Edition (CSUC-REF-001)